

Resume Writing Checklist



TNJH

THE NEW JOB HUB

Check Your Resume:

-  **Contact Information:** Include your name, phone number, email address, and LinkedIn profile (if applicable) at the top of your resume.
-  **Summary Statement:** Write a brief summary statement that highlights your skills, experience, and career goals.
-  **Relevant Experience:** List your work experience in reverse chronological order, starting with your most recent position. Make sure to include job titles, company names, dates of employment, and a description of your responsibilities and accomplishments.
-  **Education:** List your education in reverse chronological order, starting with your most recent degree. Include the name of the institution, degree obtained, and graduation date.
-  **Skills:** List any relevant skills you have that match the job requirements, such as software proficiency, language proficiency, or specific certifications.
-  **Keywords:** Use keywords from the job posting in your resume to increase your chances of being selected by automated applicant tracking systems.
-  **Formatting:** Use a professional-looking font, keep the design simple and clean, and make sure the formatting is consistent throughout the document.
-  **Proofreading:** Proofread your resume carefully to eliminate any typos or grammatical errors.
-  **Tailor to the Job:** Customize your resume for each job you apply to by emphasizing the skills and experience that are most relevant to the position.
-  **Ask for Feedback:** Have someone you trust review your resume to provide feedback and suggestions for improvement.

Need More Help?

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